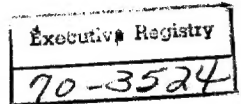


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PPB 70-1463

6 July 1970

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations  
1 - 30 June 1970

1. The workload in June 1970 was 62,790 items, 5% less than June of last year. For the FY 1970 our workload was 732,709 items, 8% less than FY 1969. This is the first time in eleven years that our workload decreased.

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2. As of 30 June 1970 we had an assigned strength of [redacted] making us one person over our authorized strength for FY 1970 [redacted] and two persons over our ceiling for FY 1971 (100).

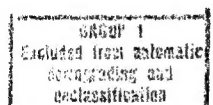
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3. [redacted] and I along with [redacted] from the Office of Communications visited the Xerox Corporation Communications Products Division in Rochester, New York on 17 and 18 June 1970. The purpose of the visit was to attend demonstrations of new Xerox products, specifically various engineering prototypes of computer controlled, high-speed printing equipment. Of particular interest to the Cable Secretariat was an ultra-high speed duplicator with the capability to print, collate, and sort the entire output of the Cable Secretariat utilizing only one operator. This particular device appears to be ideal for implementation of Phase III of the ACT program. Also of interest was an entirely new concept in communication printers. The device is almost completely silent and could be utilized for electrical delivery of cables within headquarters, a method of delivery which we hope will come to pass, at least to selected units, within the next several years. Further meetings with Xerox are planned for the near future. These discussions will enable us to present our particular problems and requirements so that they may be able to design equipment with our applications in mind.

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4. Since the JCS Automated Message Processing System began (19 March 1970) transmitting messages directly to printers located in the Cable Secretariat, there has been a marked increase in the Cable Secretariat mailroom workload. Prior to this time, these messages were received from Signal Center in multiple copies. Just how much this increases our operating costs, has not been determined. This increase in workload is expected to continue until negotiations with JCS, concerning procedure changes, are complete.

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5. [REDACTED] attended a Microfilm Seminar, held in the Department of Commerce, on 9 and 10 June. The seminar was sponsored by GSA and presented an overview of microfilming methods and advancement as used in various government agencies.

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6. On 15 June, members of the FI Staff met with representatives of the Auerbach Corporation in order to prepare the ground rules for a study re the feasibility of automating the IW Staff. Since the IW automation may have an effect on the ACT Phase II Program, [REDACTED] has been made available to the IW, on a consultant basis, for the duration of the study.

7. The Cable Secretariat's microfilm camera will be modified to accept a new type of Kodak film. The new film allows twice as many images as is now possible, to be photographed on one reel achieving a 50% reduction in vital record storage requirements at no increase in film cost.

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8. Two members of the SIPS working group were given a briefing on the ACT System by [REDACTED]. The 22 June 1970 briefing dealt with the possibility of interfacing the two systems for a more effective transfer of data from the field stations to the SIPS.

9. On 24 June a meeting was held with representatives of the Xerox Corporation to discuss a new leasing plan offered by Xerox. Under this new plan, it appears that the reproduction costs utilizing the Xerox System compare very closely with past offset costs. However, since certain costs which accrue under the Xerox System are not now included within the Cable Secretariat budget, but are included in DDS unit budgets, and since some economies cannot be realized at once, we are now examining closely the desirability and the means by which start-up money can be obtained within the Cable Secretariat budget.

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10. On 30 June [REDACTED] and I visited the State Department to inspect an updated version of the Universal Business Machines Document Sorter. Actually, this machine sorts envelopes, but mechanically it is quite similar to the equipment we are now using in our mailroom, except that it has been re-designed for more reliable and accurate operation.

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11. [REDACTED] and I, on 24 June, attended the presentation by [REDACTED] concerning the writing of CIA histories.

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✓ Cable Secretary

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